

**State of Washington
Office of Financial Management
“Grants, Contracts, and Loans Management Project”**

OFM RFP NUMBER 07-3300

Question and Answer Set Number Three

The Agreement Management 101 workshop was held between 8:00 and 12:00 p.m. on August 31, 2007. Any conflict between the oral presentations, answers given, or supporting materials from the workshop, and the OFM Request for Proposals (RFP) Number 07-3300 will be resolved with the RFP taking precedence.

The following Questions and Answers are a result of the Pre-Response Conference held between 1:00 and 5:00 p.m. on August 31, 2007. OFM RFP Number 07-3300 is clarified/amended (if indicated) as follows:

- 1) Relating to security requirements, what lists of personnel do you hope to leverage and how may they be accessed?

We are hoping to leverage as many state staff through Enterprise Active Directory (EAD) as possible. However, the State of Washington has not completely moved to EAD. CTED, ECY, and OFM have implemented their own instances of EAD. In addition to staff within the state system, individuals will be accessing the system from outside the state system; the preferred method for that is Secure Access Washington.

- 2) IT Environment (5.1.2) – Will the state be hosting the proposed solution on its servers, and will the state provide additional capacity once the proposed solution is scaled to an enterprise system (5.1.2.3)?

The system will initially be hosted on OFM servers. At some future point, DIS may be hosting the application. Server capacity to support CTED, and ECY is currently available. .OFM will expand the hardware as needed when the system is deployed to additional agencies.

- 3) Data Conversion (5.1.6) – Will the state require data input from its current paper based systems, especially during the transition from paper to the proposed solution? If yes, will state staff enter the historical information from the paper files?

Section 5.1.6 refers to a data migration utility. Data migration is not a focus of project.. A data migration utility would be nice to have but is not a mandatory requirement. It will be up to the agencies to put their own legacy data into the system or the utility, if available. Vendors will not be required to perform the data migration.

- 4) Single Use (1.7) – Although this contract is for OFM, might user agencies (e.g. Ecology, CTED) ask OFM to issue task orders to the winning Contractor (or subs)?

The contract will be between OFM and the winning Vendor. OFM may enter into orders with the winning vendor to do work at CTED or ECY related to this project. Neither

CTED nor ECY have standing under the contract to execute orders. Any work done under the contract must be within the original scope of the contract.

- 5) Letter of Intent (3.2) – [Does the Letter of Intent have to be submitted by] Subcontractor, too?

Subcontractors do not need to submit a letter of intent.

- 6) Contract Terms (3.19) – Will all Vendors be notified before or after terms are modified at the request of another bidder?

If there is a change during the RFP process and modifications are made, those modifications will apply to all vendors and be distributed as an amendment to the RFP. The final contract document will not be automatically distributed to Vendors, but it is a public document and will be available upon request, subject to public disclosure laws.

- 7) Minimum Experience (5 years) (4.1) – Does this relate to the contractor only or does it also cover hardware/software elements too?

The prime Vendor must have five (5) years experience implementing grant or contract applications in complex government environments. The proposed products must be commercially available at the time of the Vendor's Response. See amended Section 4.1 below.

- 8) Minimum Experience (5 years) (4.1) – Does the Vendor need to have 5 years of experience in implementing the proposed COTS?

See answer to question 7 above.

- 9) Vendor Client References (4.5.1) – Are all the reference projects expected from the prime vendor or is it okay to provide it through subcontractors?

In the event the proposed Solution has been implemented by the Subcontractor and not the prime Vendor, the prime Vendor must include at least one Subcontractor client reference where the proposed Solution has been implemented. Additional Subcontractor client references may be provided, but may not be substituted for the required prime Vendor client references. See amended Section 4.5.1.1 below.

- 10) Minimum Qualifications (4.1) Does the 5 year requirement flow down to the subcontractors?

Subcontractors do not have to have the five years of experience.

- 11) Must all software products be commercially available at time of RFP submission?

Yes, all products must be available commercially at time of RFP Response. OFM is looking for a mature product that has been implemented and tested in the market. OFM is hoping for a product that has been upgraded and reconfigured at a customer site and that training, maintenance and support services are mature and viable.

Additional questions and answers not on paper:

- 1) Will you make the attendee list and letters of intent available to Vendors?

We will make the attendee list available to those on the list. Letters of Intent will not be shared.

- 2) Contract Award (1.8) – If you choose a product from this procurement process, but not the implementer, how will you choose an implementer?

If a product is chosen, but not the implementer, the most likely manner to choose an implementer will be through another procurement process.

- 3) Do the calendaring requirements that are referred to in various Functional Requirements relate to people or to grant/contract events?

Ref # 16.2 in Tab 4 of Appendix G describes the calendaring functionality that OFM is looking for. The functionality involves individuals and events.

- 4) Will you provide a list of state project staff qualifications to us so that we can assess what is needed to support the project on our side?

A synopsis of state project staff experience, education, and skills is now available at XXXX.

The following RFP Sections are modified as follows:

4.1 (M) Minimum Qualifications

Vendor must demonstrate the following minimum qualifications:

- The Vendor must be licensed to do business in Washington State or Vendor must be licensed to conduct business in Washington within thirty (30) calendar days of being identified as the ASV; and
- The Vendor must have at least five (5) years experience in implementing one or more grant management or contract management system solutions in complex government environments.
- The proposed Solution must be commercially available by the Response date of this RFP.

- 4.5.1.1** Provide the name, title, address, telephone number, fax number, and electronic mail address of at least two contacts at each of three business references for which the Vendor has provided a Solution similar to what is being proposed. In the event the proposed Solution has been implemented by the Subcontractor and not the prime Vendor, the prime Vendor must include at least one Subcontractor client reference where the proposed Solution has been implemented. Additional Subcontractor client references may be provided, but may not be substituted for the required prime Vendor client references.

ALL OTHER TERMS AND CONDITIONS OF OFM RFP NUMBER 07-3300 REMAIN IN FULL FORCE AND EFFECT.

GCLM Project Team Education, Experience, and Skills

The core project team for the Grant, Contract, and Loan Management system consists of six staff in the following roles: Project Manager, Product Manager, Business Analyst, Tester, and Developer.

| Member | Education | Experience | Skills |
|---|---|--|--|
| Project Manager (OFM) since 09/2005 | BS in Computer Science Certificate Program in Project Management | <ul style="list-style-type: none"> Project management and system development with multiple WA State agencies (15 years) Systems: Enterprise Contracts Management System, Performance Measure Tracking System, Budget Development System, The Allotment System, Disclosure Forms System, Accounts Receivable Systems integration project, Cost Allocation System, Financial Toolbox, Travel Voucher System, Platform Integration System, Air Information Management System, Accelerated Simulated Mode Analysis System, Strip Chart Recorder Annotator Project, Inspection and Maintenance Online System, Ambient Monitoring data mart, and Vehicle Registration and Emissions data warehouse Program implementation with WA State (4 years) Programs: Vehicle emissions inspection implementation in King, Pierce, and Clark counties; Fleet vehicle inspection implementation for private industry, and state, local, and federal governments for Western Washington | <ul style="list-style-type: none"> Expert knowledge of the state's financial, budget, and administrative systems Expert in project planning and budget Expert in stakeholder, change, issue, and risk management Communication and writing Developing effective working relationships Application design, development, and deployment |
| Product Manager (OFM) since 01/2007 | BA in Business Administration/ Accounting | <ul style="list-style-type: none"> Business/systems analysis with multiple WA State agencies (15 years) Systems: Agency Financial Reporting System (AFRS), Travel Voucher, Accounts Receivable, Labor Distribution, Cost Allocation, Procurement, and Time and Activity Business analysis on the WA State Roadmap program, modeling business processes and documenting the business case for transforming the state's policies, processes, data, and information systems (2 years) Business processes: Expense reimbursement, grants, contracts, general ledger, revenue, accounts receivable, accounts payable, procurement, cost allocation, and performance measurement Project management on the OFM enterprise accounts receivable project (2 years) Financial Manager of multiple WA State agencies (7 years) Areas of responsibility: Financial reporting, general ledger, accounts payable, revenue, accounts receivable, grant management, cost allocation, budget, payroll, timesheet and labor distribution, and procurement Auditing state agencies/grant recipients (2 years) | <ul style="list-style-type: none"> Expert knowledge of state financial and budget policies, processes, and systems Modeling and improving business processes, based on best practices Analyzing business problems and proposing solution options Evaluating complex data for impact and policy implications Clear communication of issues and strategy recommendations Working with customers to define and document business needs and translate them into system requirements Cultivating effective working relationships among stakeholders Writing user guides, training materials, and test |

| Member | Education | Experience | Skills |
|---|---|--|--|
| Business Analyst (CTED) since 04/2007 | BS in Geography and Biology | <ul style="list-style-type: none"> ▪ Project management, staff coordination (14 years) ▪ Conduct business analytics, reporting (10 years) ▪ Design, develop and deploy mapping and geo-spatial analysis tools, applications and websites using ESRI products: ArcView, ArcGIS, AML, ArcXML, ArcIMS, ArcView, etc (16 years) ▪ Developed and deployed multiple e-commerce solutions for traditional brick and mortar retail establishment (3 years) ▪ 3 years state government experience with the following systems: <ul style="list-style-type: none"> ○ Local Government Grants and Contracts System ○ Local Government Growth Management System ○ Housing Trust Fund System ○ Housing Combined Funders Reporting Tool ○ Economic Development CERB System ○ Economic Development REV System | plans <ul style="list-style-type: none"> ▪ Expert knowledge in CTED Contracts, Grants and Loan payable business processes and systems ▪ Expert knowledge of CTED information systems, infrastructure, databases and applications ▪ Excellent communication skills ▪ Business Process Engineering ▪ Documentation and Training ▪ Application design, development and deployment using C#, .NET, Visual Basic, MS SQL, etc |
| Business Analyst (ECY) since 08/2005 | BA in Business Administration/ Accounting | <ul style="list-style-type: none"> ▪ Accounts receivable (2 years) Cost recovery receivable, multi system reconciliation, state disclosure reports ▪ Accounts payable (5 years) Contract grant and loans payable, federal grants, agency-coding development, federal financial statements, developed sub-recipient monitoring database, inventory, state disclosure statements, cost allocation, fund equity ▪ User/agency trainer of multiple federal, state and agency systems <ul style="list-style-type: none"> ○ Federal – Automated Standard Application for Payments (ASAP), Payment Management System (PMS), Grants.gov, NOAA grants on-line, DSMOA billing database ○ State - Agency Financial Reporting System (AFRS), Toolbox, Capital Asset Management System (CAMS), Treasury Management System (TM\$), AFRS Data Distribution System (ADDS), Disclosure Forms System ○ Agency – Grants Receivable System (GRS), Contracts and Grants Payable (CGP), Ecology Loans Tracking System (ELTS), Time Management System (TMS), Accounts Receivable System, Toxic Cleanup Receivable (TCP) ○ ELTS development team – assisted in development of system accounts payable functional requirements, developed test scripts, tester, trainer | <ul style="list-style-type: none"> ▪ Expert knowledge in Ecology Contract, Grant and Loan payable business processes and systems ▪ Expert knowledge in Ecology's general accounting procedures ▪ Expert knowledge in Ecology's financial systems ▪ Ability to assimilate new computer systems into current business processes ▪ Ability to develop new business processes, implement new procedures and train co-workers from start to finish ▪ Skilled in working effectively with diverse groups of people at all levels |
| Test Lead (OFM) since 07/2007 | BS in Computer Science | <ul style="list-style-type: none"> ▪ Developing test plans and scripts (4 years) ▪ Developing test data and executing test scripts (5 years) ▪ Tools: Rational Clearquest, Rational Test Manager ▪ Programming/application development (2 years) ▪ Languages: Visual Basic, Active X, ▪ Requirements gathering (2 years) ▪ Database design (4 years) | <ul style="list-style-type: none"> ▪ T-SQL ▪ Expert knowledge of building test data and testing criteria ▪ System analysis and design |

| Member | Education | Experience | Skills |
|--|--|--|--|
| | | <ul style="list-style-type: none"> Developing websites (2 years) Tools: ASP, HTML, JavaScript | |
| Developer Lead (OFM) since 07/2007 | Microsoft Certified Solution Developer Citrix Certified Administrator | <ul style="list-style-type: none"> Programming/application development experience (15 years) Languages: C#, VB.NET, Visual Basic, others <ul style="list-style-type: none"> Experience with database design/implementation (10 years) <ul style="list-style-type: none"> Experience developing websites (8 years) Tools: ASP, ASP.NET, HTML, JavaScript | <ul style="list-style-type: none"> Expert knowledge of SQL Server and T-SQL Developing commercial business applications using Microsoft tools and best practices Researching and analyzing business/technical problems and proposing solutions Translating complicated technical issues into business orientated terms |